



A dynamic and visionary executive that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

## Assistant Director of Planning and Community Development



# Assistant Director of Planning and Community Development

## **THE POSITION**

Under general administrative direction, the Assistant Director for Planning and Community Development is responsible for assisting the Director in planning, directing, managing, and overseeing the activities and operations of the Planning & Community Development Department.

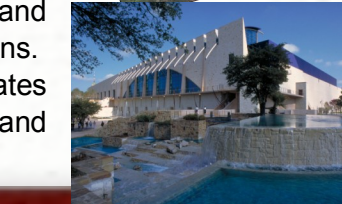
This position will play a critical role in helping the department fulfill its mission to “improve the livability, economic vitality and safety of San Antonio neighborhoods, corridors and special districts through active engagement in strategic planning, reinvestment initiatives, and community development policy.” In this capacity, this position will play an important role in the land use planning, redevelopment and community development activities of the City.

## **PROFESSIONAL CHALLENGES & OPPORTUNITIES**

- San Antonio is one of the fastest growing large cities in the nation, with a projected population increment over the next 25 years of over 1,000,000 persons and 500,000 new jobs.
- The City recently adopted its SA Tomorrow Comprehensive Plan. The Assistant Director will play a key role in the implementation and outreach of the Plan.
- The City has embarked on its first comprehensive annexation program in a decade. The City is considering annexing strategic areas within its 600 sq. mile extraterritorial jurisdiction. The Assistant Director will play a key role in implementing the annexation program.
- The City has focused efforts on housing in order to provide a mix of housing opportunities for all as well as programs that address resident needs. The Assistant Director will play a key role in this initiative with the goal of enhancing our housing programs.
- The City has a comprehensive redevelopment initiative underway designed to revitalize strategic neighborhoods. The City's 2017 Bond package will include a \$20 million Neighborhood Improvements measurement. If approved by the voters, the Assistant Director will play a key role in this redevelopment initiative.

## **ESSENTIAL JOB FUNCTIONS**

- Assists in assuming full management responsibility for all department services and activities and recommends and administers policies and procedures.
- Manages departmental divisions, which may include the newly adopted SA Tomorrow Comprehensive Plan, Targeted Reinvestment redevelopment programs, federally funded affordable housing programs, Tax Increment Reinvestment Zones, the Federal Promise Zone, and other related programs.
- Identifies opportunities for improvement, and directs the implementation of changes.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies.
- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the City Manager, Deputy and Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
- Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in implementing and administering disciplinary and termination procedures.





## ***THE DEPARTMENT***

The Planning and Community Development Department for the City of San Antonio has over 66 full-time employees and FY 2017 appropriations of over \$26 million.

The department is broken down into three divisions including Planning and Development, Housing, and Grants Monitoring and Administration.

Additionally, the department manages the City's Tax Increment Reinvestment Zones, implementation of the Strategic Plan for Community Development and strategic reinvestment projects.

## ***KNOWLEDGE, SKILLS & ABILITIES***

- Knowledge of principles, practices, and theories of urban planning and land use laws and pertinent Federal, State and local laws, ordinances, statutes and regulations.
- Knowledge of Land Use planning, redevelopment, community development and Federal Housing Programs
- Must possess excellent communication and presentation skills.
- Ability to formulate new techniques and strategies for a more efficient operation, and demonstrate initiative and display good judgment in all interactions with both internal and external customers.
- Ability to establish and maintain effective working relationships with City staff and officials.

## ***REQUIREMENTS***

- Bachelor's Degree from an accredited college or university with major coursework in Urban Planning, Public Administration or related field.
- Master's Degree in a related field is strongly preferred.
- Five (5) years managerial experience or administrative experience in planning departments in cities with over 100,000 persons.
- AICP Certification strongly preferred
- Five (5) years of administrative or supervisory responsibility.

## ***THE COMMUNITY***

The City of San Antonio is the nation's 7th largest City and is home to more than 1.4 million residents. Recently Forbes magazine rated it as one of the best performing cities in America.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the state as well as a plentiful supply of high quality housing and low utility rates.

San Antonio is rich in recreational and cultural opportunities such as the world famous Alamo and the nearby Riverwalk, the two most visited tourist destinations in Texas. Residents also enjoy two major theme parks—Sea World and Six Flags Fiesta Texas.

The City of San Antonio has over 11,000 employees led by a council / manager form of government and is the only major city to hold the highest possible bond rating from all three major credit rating agencies.



## Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

**Executive Car Allowance** – Executives receive a monthly car allowance of \$500.

**Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

**Health Care** – The City offers two health care plan options consisting of two Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

**Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

**Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

**Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

**Holidays** – 13 Holidays

**Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

**Relocation Assistance** – Available.

## To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov)**

This position is open until filled. **First review of resumes will be November 1.**

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

### For additional information please contact:

Joel Jenks, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-5173

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*

**The City of San Antonio is an Equal Opportunity Employer.**

